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NAICOB OLLR COMPUTER CLASS

ON LINE LEARNING READINESS CALL IF YOU ARE INTERESTED

WIA announces a new cycle of computer training to be held at NAICOB

The Course follows the Microsoft Digital Literacy Version 3 Curriculum including: Computer Basics, Internet and the World Wide Web, Word processing, Spreadsheet, Database, and Presentation programs, Computer Security, Privacy, and Ethics

Excellent ATTENDENCE AND PUNCTUALITY are required. Students who successfully complete with 90% attendance may receive a Netbook Computer upon successful completion of the program

Classes start in late Spring, 2012, Monday–Thursday 9:00 AM - 2:00 PM

Orientation, registration and testing will be scheduled soon

This Program is made possible by a grant to the city of Boston and the Timothy Smith Fund from the Department of Commerce

- **Improve your key boarding skills now as you will be expected to type 15 words per minute to enter the program. Come in now and use our typing tutor program.**
- **You must have a high School Diploma, or a GED, or be actively participating in a GED prep program to be accepted in the program.**
- **You will be expected to be able to read at a ninth grade reading level. You must be 18 years old**
- **We hope our participants will be ready to enter the workplace upon completion of the program.**
- **Expect additional class assignments which can be completed after class in our computer lab if needed.**
- **Call to register for a required orientation/ testing session.**

**Call and speak to Duane, Tony or Janice for More information
Employment and Training Department (617) 277-4804**